



## REQUEST FOR QUOTE

Activity Guide Printing

Parks and Community Services Department

This is NOT an Order

RFP ISSUE DATE: 06/19/2013

**RFQ DEADLINE: Friday, July 12, 2013 at 5:00 PM**

The City of Dublin is seeking bids for the printing, mailing and delivery of the Fall, Winter, Spring, and Summer Activity Guides for the Parks and Community Services Department.

All bids must be received by Jacqui Hatzikokolakis, Graphic Design and Communications Coordinator, by **5:00 PM on Friday, July 12, 2013**. FAX, e-mail, mailed or hand delivered documents will be accepted. **It is the responsibility of the vendor to verify the receipt of their bid by the scheduled deadline.**

### **SCHEDULE:**

- |                            |  |
|----------------------------|--|
| • Wednesday, June 19, 2013 | Bid is Issued                            |
| • Friday, July 12, 2013    | Bids due by 5:00 PM                      |
| • Tuesday, July 16, 2013   | Bids Reviewed                            |
| • Wednesday, July 31, 2013 | Notification of Intent to Award Contract |

### **CONTENT OF BID:**

- **FEES:** Detailed itemized fees for publication, mailing and delivery services as specified in the included "PRICE QUOTATION" table. Vendor may use their own quotation format to provide proposal rather than fill in the table.
- **SAMPLES:** Please submit at least 3 samples with your bid. At least one sample must be from a recreation agency.
- **REFERENCES:** A list of at least 3 client contact names and phone numbers for whom vendor has produced similar publications.

### **AWARD CRITERIA:**

The contract will be awarded to the bidder with the lowest total proposed bid, with consideration taken for Additional Charges. Consideration will be given to bidders whose samples and references demonstrate they are qualified to perform this work. All bidders will be notified of bid results by Wednesday, July 31, 2013.

# BID SPECIFICATIONS

Please submit a bid that includes all associated costs that meets and/or exceeds the following specifications:

PUBLICATION SPECIFICATIONS	
Finished Size	Must be between 8" and 8.5" wide and between 10" and 11" high
Inside Stock	35 lb. ester 80 brite
Cover Stock	80 lb. gloss (text weight)
Inside Printing Options	Black + one spot PMS color throughout, full bleeds
Cover Printing	4 over 4 full color process, full bleeds
Binding	Stitch and trim
Blue Line	Hardcopy Required
Artwork	PDF to FTP site (postscript CMYK files)
Other	No "unders" or "overs"
A sample of the current guide will be provided if requested.	
Any proposed changes to specifications (size, paper stock, etc.) must be approved by the City's Graphic Design and Communications Coordinator prior to the bid.	

MAILING & DELIVERY
Must be verified at the Pleasanton Post Office located at 4300 Black Avenue, Pleasanton Avenue, 94566 (where the permit is held).
Must be delivered to the San Ramon Post Office located at: 12935 Alcosta Blvd., San Ramon, ready for bulk rate delivery (carrier route presort) to each residential address in Dublin.
All remaining Activity Guides must be boxed and delivered to the Parks and Community Services office in the Library Annex at 200 Civic Plaza, Dublin CA 94568.
Guides are to be printed and delivered as described above on the agreed date. Any changes to delivery schedule must be approved in writing by the City's Graphic Design and Communications Coordinator.

QUANTITIES, PRINTING AND DELIVERY SCHEDULE				
Issue	Quantity	No. of Pages	Approx. Print Date	Deliver to PO by
Fall	20,000	48 + 4 Page Color Cover	Aug 2	Aug 13
Winter	20,000	48 + 4 Page Color Cover	Nov 1	Nov 13
Spring	20,000	56 + 4 Page Color Cover	Feb 7	Feb 18
Summer	20,500	72 + 4 Page Color Cover	Apr 4	Apr 15

PRICE QUOTATION	
<i>Please include price quotation for each issue inclusive of all printing, mailing and delivery costs.</i>	
Winter Issue	\$
Spring Issue	\$
Summer Issue	\$
Fall Issue	\$
Fee For Corrections to Blueline	\$
Additional Fees	\$
<b>TOTAL</b>	\$

**A COMPLETE BID RESPONSE WILL INCLUDE:**

- **FEES:** Detailed itemized fees for publication, mailing and delivery services as specified in the "PRICE QUOTATION" table. Vendor may use their own quotation format to provide quote rather than fill in the table.
- **SAMPLES:** Please submit at least 3 samples with your bid. At least one sample must be from a recreation agency.
- **REFERENCES:** A list of at least 3 client contact names and phone numbers for whom vendor has produces similar publications.

**RETURN YOUR PROPOSAL AND THIS SIGNED FORM TO:**

**Mail:** Jacqui Hatzikokolakis, Graphic Design and Communications Coordinator  
City of Dublin, Parks and Community Services  
100 Civic Plaza  
Dublin, CA 94568  
**FAX:** (925) 833-6651 FAX  
**Phone:** (925) 452-2145  
**Email:** jacqui.hatzikokolakis@dublin.ca.gov

*The undersigned offers and agrees to furnish the above articles and/or services at the prices and terms stated subject to the general conditions of this bid.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

**For more information, contact: Jacqui Hatzikokolakis at (925) 452-2145 or  
jacqui.hatzikokolakis@dublin.ca.gov**